

Visibility Planner

Get Clear

1. What are *Your* top reasons for gaining more visibility?

- Promotion
- Highlight your strengths
- Gain Support of Senior Leaders
- More interesting work
- Want a mentor
- Looking for someone who can open doors for you & Recommend you for opportunities
- Other

2. In what way are you currently helping your company with its significant goals and challenges?

3. What would you *like to be doing* to help your company with its significant goals and challenges?

4. Prepare

- a. What do you do best?
- b. What are your professional goals?
- c. How do you want to help forward your company's goals?

5. Determine who can help you

Who needs to see you in action?

Consider Leaders one or two levels above you

Your manager

Other colleagues

Write down the names of at least 3 people who can actively help you achieve your professional goals and who need to know more about you.

1. _____
2. _____
3. _____





6. Take Credit

Remember to talk in numbers. Find logical ways to use numbers to show the results of the work you've done.

- a. What are important decisions you've made?
- b. Who are excellent people you have hired?
- c. What successful teams have you built?
- d. What crisis have you handled well or averted?
- e. Other

7. Take Action

- a. Schedule a one on one conversation
Write down the name of at least 2 people who can help you be more visible
- b. Look for group settings where you can take part in a presentation or give a speech.

Have Fun!
Let Your Strengths Shine!

If you have questions ask your colleagues or call Rita at 612-722-9732 or email Rita@Wiseleader.net. I'd be happy to help you.

